YE – Period End Estimate for Revenue

To record a period-end estimate for revenue, you must create a YE document. Below is an example of the YE document Header Screen:

YE Document Header Screen

```
COMMND:              DOCID: 1                          01/06/03  13:50:39
STATUS:              BATID:                  SEC2:
H-
                        STANDARD VOUCHER DOCUMENT

          SV DATE:                           ACCOUNTING PERIOD: 2
                 ACTION: 3        EXPENSE(E), REVENUE(R), GL(G),
      BUDGET(B): 4
          BUDGET FYS:                               FUND:
REVERSAL PERIOD: 5
              COMMENT:              BUDGET OVERRIDE IND:
      REF TRANS ID:

DOCUMENT TOTAL: 6

      DESCRIPTION: 7
```

The table below shows required fields for the YE document header screen. The fields are numbered in the example screen above.

YE Document Header Screen Required Fields

#	FIELD	Data	
1	**DOCID**	Trans Code	**YE** (Type of Document)
		Sec 1 Code	Enter the appropriate SEC 1 Code
		Document #	**YYEST#** where: **YY** = last 2 digits of the fiscal year
2	**ACCOUNTING PERIOD**	Enter the accounting period in MMYY format.	
3	**ACTION**	**E** (Enter New Document)	
3	**EXPENSE (E), REVENUE (R), GL (G), BUDGET (B)**	**R** (Revenue)	
4	**REVERSAL PERIOD**	Enter the accounting period in which the reversal should take place (MMYY)	
5	**DOCUMENT TOTAL**	Enter period-end estimate amount	
6	**DESCRIPTION**	Month End Reimbursement Estimate /Year End Reimbursement	

		Estimate – Provide a meaningful description.

To enter a YE document header for estimates, follow the steps outlined in the table below.

	Step	Action
YE Document Header Screen Instructions	1	Type L in ACTION (of any FFIS table screen)
	2	In the TABLEID field type YE
	3	Press the spacebar twice to clear possible remaining data
	4	Press Enter and the YE Header Screen appears
	5	Tab to the DOCID field. The transaction code YE should be displayed.
	6	Tab to the next field and type in the appropriate SEC 1 Code
	7	In the next field type in YYEST# (YY = last 2 digits of the fiscal year)
	8	Press Enter
	9	Tab to ACCOUNTING PERIOD and type in the accounting period in MMYY format.
	10	Tab to ACTION and type E
	11	In the EXPENSE (E), REVENUE (R), GL (G), BUDGET (B) field type R
	12	Tab to REVERSAL PERIOD and type the accounting period (2 digits for month and year) in which the reversal should take place

Below is an example of a YE document line screen.

| **YE Document Line Screen** | ```
COMMND:              DOCID:                         01/06/03 15:16:54
 STATUS:             BATID:            SEC2:        000-000 OF 000
01-

     LINE NUMBER: 1              TRANS TYPE: 2      EXP/REV/GL/BUD:
       BUDGET FYS: 3                  FUND:              DIVISION:
BUDGET ORG/SUB:            COST ORG/SUB:                   PGM: 4
BOC/REV SOURCE: 5      SUB BOC/SUB SRCE:      JOB:           RPTG:
     CLOSED BFYS:          CLOSED FUND:
 VENDOR: 6      NAME:                               QUANT:
 SCHD FISC YR:      SCHD CAT:        SCHD TYP:      SCHD NO:
 D.O.:          GUEST SYMBOL:
 REF TRAN ID:          DOC TYP:      AGREE #:                ADV:
 INVOICE NO:            INVOICE DATE:            INVOICE LINE:
 AMOUNT: 7      INC/DEC IND:      ACC DATE:        OBL FY:
 DESCRIPTION: 8                        TREAS NO:
``` |

The table below shows required fields for the YE document line screen. The fields are numbered on the example on the previous page.

<table>
<tr><td>YE Document Line Screen Required Fields</td><td colspan="3"></td></tr>
</table>

#	Field	Data
1	LINE NUMBER	Line number from 001 to 999 (start with Line 001)
2	TRANS TYPE	FS (for revenue/ reimbursement)
3	BUDGET FYS	Budget fiscal year
4	PGM	Appropriate Program Code (accounting code)
5	BOC/REV SOURCE	Appropriate Budget Object Code
6	VENDOR	Vendor Code
7	AMOUNT	Line amount
8	DESCRIPTION	An appropriate description that will help identify the estimate line in future periods

To enter a YE document Line Screen for estimates follow the steps outlined in the table below:

YE Document Line Screen Instructions

Step	Action
1	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999
2	In the TRANS TYPE field type FS (for revenue/ reimbursement
3	Tab to BUDGET FYS and type in the 2-digit budget fiscal year
4	Tab to PGM and type in the Program Code from PGMT
5	In the BOC/REV SOURCE field type in the budget object code
6	Tab to VENDOR and type the Vendor Code
7	Tab to AMOUNT and type in the period-end estimate amount
8	Tab to DESCRIPTION and type an appropriate description that will help identify the estimate line in future periods
9	Press Enter. A new YE Line Screen appears. Repeat Steps 1 through 8 as necessary.
10	Press the Home key and type E in COMMND and press Enter to edit the document.
11	If there are no error messages at the bottom of the screen type R in the COMMND field and press Enter.